

Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Mr. [REDACTED]

DATE: 9 February 1949

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Division Activities - January 1949

The following report covering activities of the Transportation Division during the month of January 1949 is submitted pursuant to your request.

1. Truck Operations

The following truck operations were performed during the month:

15 trips to New York, N. Y.
 2 trips to Baltimore, Md.
 2 trips to Middletown, Pa.
 2 trips to Norfolk, Va.
 214 local hauls in and around Washington

2. Que Building Motor Pool Operation

1031 - Total trips made
 54.2 - Average number trips per day
 8472 - Total miles operated
 446 - Average miles per day
 8.2 - Average miles per trip
 10.7 - Average number cars in pool per day
 46.1 - Average time per trip

Comparison of total trips, total miles operated and average miles operated per day for past three months.

| | <u>TOTAL MILES</u> | <u>TOTAL TRIPS</u> | <u>AVERAGE MILES PER DAY</u> |
|----------|--------------------|--------------------|------------------------------|
| November | 7744 | 976 | 387.2 |
| December | 8878 | 1066 | 386.0 |
| January | 8472 | 1031 | 446.0 |

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 4508 passengers an average of 289.8 per day.

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3. Following is a report of the activities of the [REDACTED]
Garage:

| | | |
|--------------------------------|------------|----|
| Repair Jobs | | 11 |
| *Labor | - \$ 45.00 | |
| Parts | - 21.00 | |
| Repairs Jobs performed Outside | | 6 |
| Labor | - \$317.35 | |
| Parts | - 105.50 | |
| Maintenance Work | | 94 |
| *Labor | - \$738.00 | |
| Parts | - 215.14 | |

*Work performed by mechanics

Maintenance Work (Performed by Mechanic's Helpers)

| | |
|--------------------|------------|
| Cars washed | - 108 |
| Cars lubricated | - 42 |
| Other service jobs | - 60 |
| Labor | - \$406.25 |

The total value of labor performed by the mechanics (3) in the garage during the month was \$783.00 compared with their total salary of \$718.62 indicating a saving of \$64.38. The value of labor performed by Mechanic's Helpers was \$406.25 compared with salaries of \$391.66, a saving of \$14.59 or an overall saving of \$78.97 for the month.

4. Thirty-nine (39) passenger cars operated a total of 33,866 miles during the month while thirty-two (32) trucks operated a total of 16,048 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

| | |
|----------------------------|-------|
| Rail Reservations | - 34 |
| Airline Reservations | - 27 |
| Hotel Reservations | - 4 |
| Fare Quotations | - 129 |
| Persons Processed Overseas | - 2 |
| Domestic Travelers | - 37 |
| Transportation Requests | - 108 |

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[REDACTED]
Chief, Transportation Division